

# Michigan Treasury Online (MTO) Optimization

**Learning Series 5: File and Pay Functions** 

NOTE: These documents are for demonstration purposes only and are not actual accounts or taxpayers.

January 2016

**Customer Friendly** 

**Simplified Process** 

# What's New in MTO?

Functions of File and Pay User Role

# Learning Series 4 edition on the Functions of the File and Pay user role.

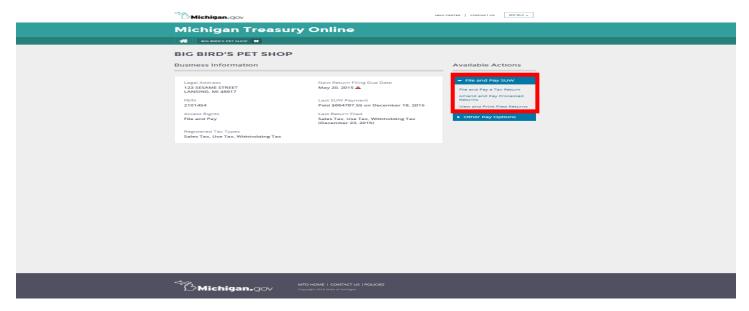
Before continuing, please spend a few minutes becoming familiar with the images used in this Learning Series:

Image	Purpose
	To indicate a change in process or functionally that is expected to significantly increase the user experience
	To indicate a reminder or a relevant note within a text
	To indicate a quick tip or faster way of completing an action
1	To number steps on screenshots
	To highlight any part of the screenshot, such as a button
Access Types	To draw attention to a relevant section of information/text (not a button)

#### File and Pay Information:

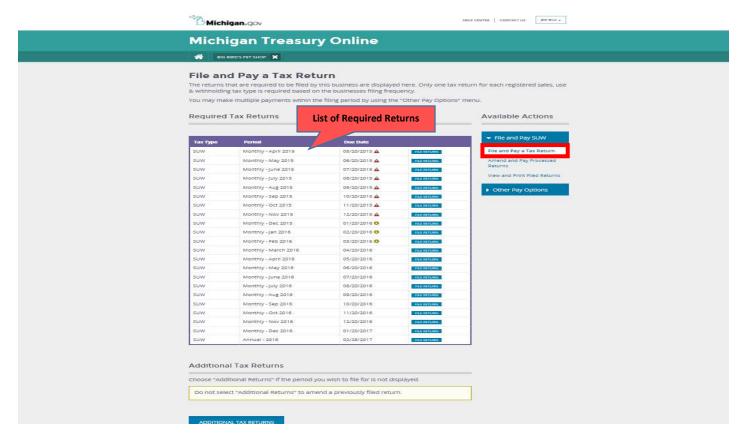
**File and Pay User Role Information** – This role allows a user to file, pay, amend, print and view Sales, Use and Withholding returns.

- Within the File and Pay SUW menu, you can complete the following transactions:
  - 1. File and Pay a SUW Tax Return
  - 2. Amend and Pay Processed SUW Tax Returns
  - 3. View and Print Filed Returns



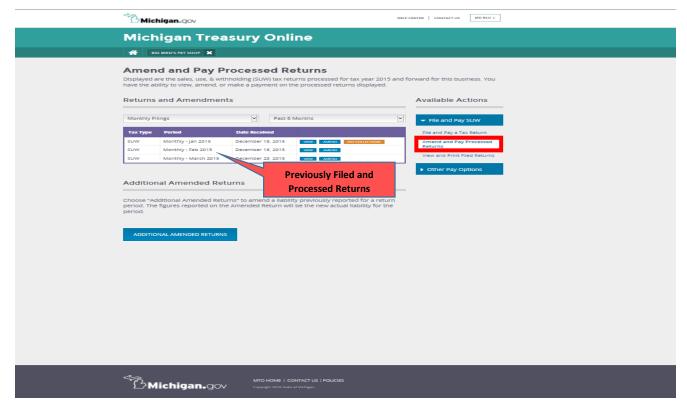
# File and Pay a Tax Return:

The returns that are required to be filed by the business are displayed on the File and Pay a Tax Return page. The "Additional Returns" button is also available on this page. This function allows a user to file an additional monthly/quarterly or annual return, if needed.



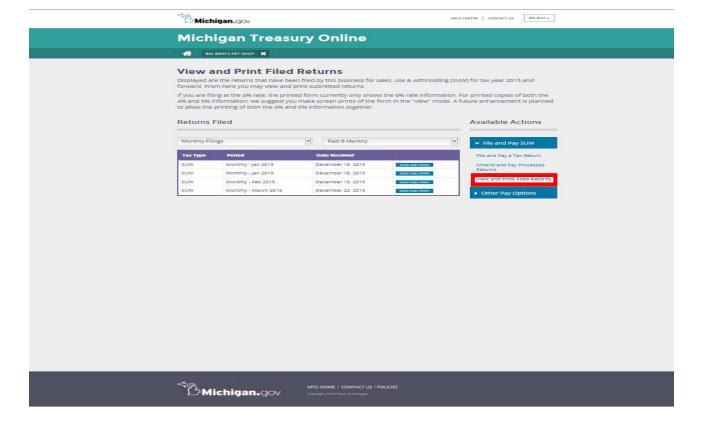
#### **Amend and Pay Processed Return**

Displayed on this page are previously filed and processed sales, use and withholding tax returns. This page allows the user the ability to view, amend, or make a payment on these returns displayed. The "Additional Amended Returns" button is also available on this page. This function allows a user to file an additional monthly/quarterly or annual return, if needed.

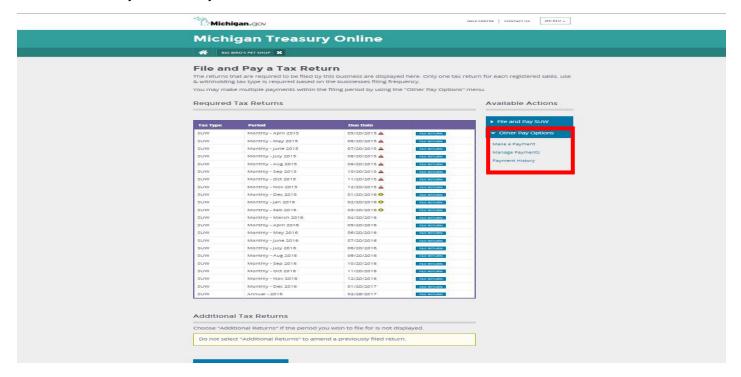


# **View and Print Filed Returns**

Returns that have been filed for the business for sales, use and withholding are displayed on this page. The user can view and print these submitted returns.

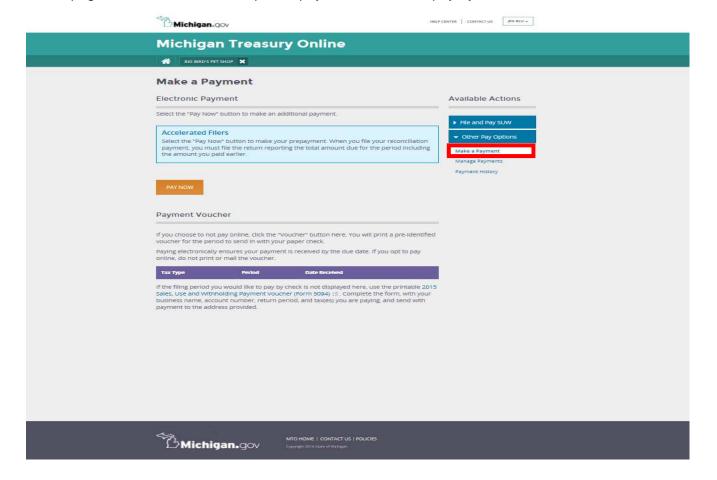


- Within the Other Pay Options menu, you can complete the following transactions:
  - 1. Make a Payment
  - 2. Manage Payments
  - 3. Payment history



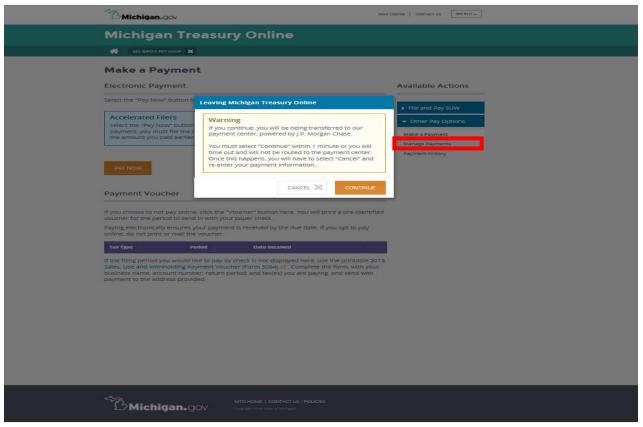
# Make a Payment

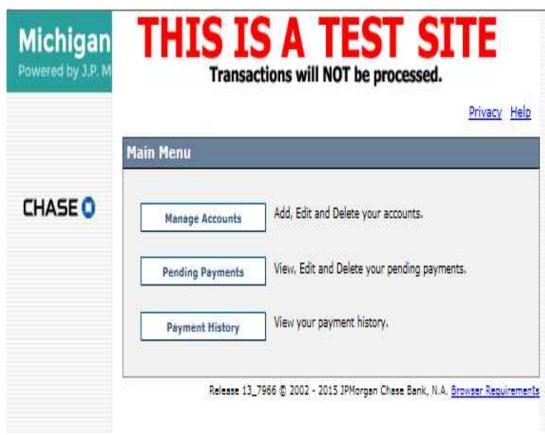
This page allows a user to make an additional electronic payment by having the user input the payment amount by tax type and selecting the tax period the payment should apply to. Additionally, there is functionality on the page that allows the user to print a payment voucher to pay by check.



# **Manage Payments:**

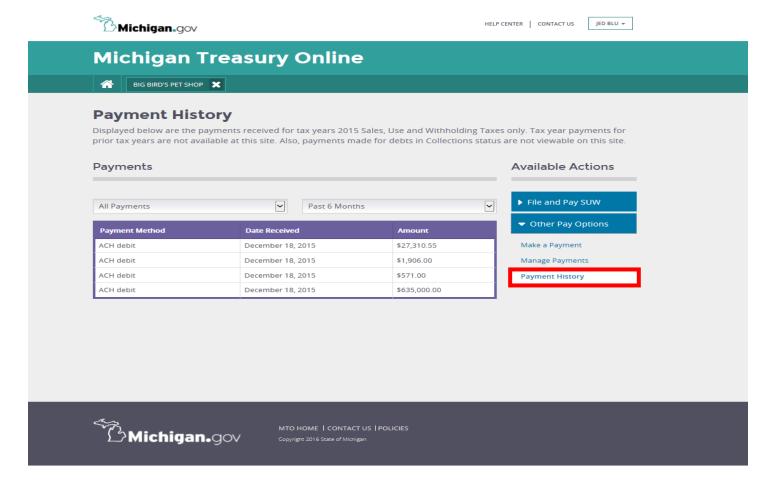
Manage Payments routes the user directly to the payment center site. The user has the ability to manage their account, view and manage pending payments, and to view EFT payment history.





# **Payment History:**

All sales, use and withholding payments (both check and EFT) received for the business are displayed on this screen.





If you have additional questions that were not answered using this Learning Series, please call the Michigan Department of Treasury at 517-636-6925.

The MTO Business website is currently being revised to include updated information on MTO and the changes to SUW that will begin in January. The website can be accessed here: <a href="www.michigan.gov/mtobusiness">www.michigan.gov/mtobusiness</a>.